

<p>MINNESOTA STATE PROCEDURE FINAL DOCUMENT 1/11/2024</p>
<p>PROPOSED AMENDMENT TO PROCEDURE 1C.0.1 EMPLOYEE CODE OF CONDUCT</p>

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1 **1C.0.1 Employee Code of Conduct**

2

3 **Part 1. Purpose**

4 To establish the code of conduct expected of all employees of Minnesota State Colleges and
5 Universities, including administrators, faculty, staff, and student employees, whether full or
6 part-time, temporary or unlimited.

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8 In addition to this code of conduct, employees are subject to general standards of conduct for
9 employees and are expected to meet any professional standards of conduct or ethical
10 requirements applicable to their discipline.

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12 **Part 2. Expectations**

13 In striving to fulfill our system’s vision and carry out our mission, all employees of Minnesota
14 State must meet public expectations for excellence by providing high quality education and
15 related services, demonstrating sound stewardship of resources, acting with integrity, and
16 displaying fair treatment and respect for all, ensuring that employment and education
17 opportunities are inclusive and serve all the state’s diverse communities.

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19 Those acting on behalf of the Minnesota State have a general duty to conduct themselves with
20 honesty and trustworthiness, with efficiency and effectiveness, and to demonstrate
21 accountability and compliance with state and federal laws, and board policies and system
22 procedures. Employees are expected to perform their work duties honestly, ethically, and with
23 integrity to ensure compliance with all applicable laws, avoid the appearance of impropriety,
24 strengthen the public trust, and ensure state resources are used for state purposes.

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26 Questions regarding application of the employee code of conduct should be discussed with
27 your supervisor or the chief human resources officer for your college or university or the
28 system office.

29

30 **Part 3. Ethics**

31 Ethics are important in every organization. State law and this procedure require system
32 employees to act ethically and comply with the standards in this procedure. Employees who fail
33 to comply with ethical requirements may be subject to disciplinary action, up to and including

34 termination of employment, and under certain circumstances, criminal or civil legal action.

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36 **Subpart A. Conflicts of interest**

37 Employees shall disclose and avoid situations that involve an actual or potential conflict of
38 interest. An actual or potential conflict exists when an employee:

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- 40 1. Uses or attempts to use their Minnesota State position to secure benefits, privileges,
41 exemptions, or advantages that are not available to the general public for
42 themselves, their immediate family, or an organization with which they are
43 associated;
- 44 2. Accepts employment or a contractual relationship which would affect their
45 independence of judgment in their Minnesota State job;
- 46 3. Performs other work subject to direct or indirect control, review or enforcement by
47 the employee in their Minnesota State job;
- 48 4. Uses state time, facilities, equipment, supplies, badge, uniform, influence of their
49 office, or confidential information for personal gain;
- 50 5. Holds or seeks financial interests that conflict with the ability of an employee to
51 perform their job duties;
- 52 6. Acts as an attorney or agent in any Minnesota State matter other than in connection
53 with one’s job duties or on one’s own behalf;
- 54 7. Works on any Request for Proposal (RFP), Request for Bid (RFB), or Request for
55 Information (RFI), or the selection of any award or contract when the employee,
56 their immediate family or an organization with which they are associated has a
57 financial interest or may obtain a personal benefit from the award or contract;
- 58 8. Receives payment from non-state sources for work the employee is expected to do
59 during their regular employment; or
- 60 9. Competes with the Minnesota State for services the system provides.

61

62 **Resolution of conflict of interest**

63 When an employee believes the potential for a conflict of interest exists, it is the
64 employee’s duty to disclose the conflict and avoid the situation. If an employee or their
65 supervisor determines that a conflict of interest exists that cannot be avoided or mitigated,
66 the matter will be assigned to an employee without a conflict of interest.

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68 **Subpart B. Compensation, benefits, or gifts from other sources**

69 Except as noted below or otherwise provided by law, employees are not allowed to accept
70 payment of expenses, gifts, compensation, rewards, or other benefits in connection with
71 their employment from a source other than the state. Exceptions include:

72

- 73 1. Course materials. Faculty members may accept free samples of textbooks and
74 related teaching materials. See Minn. Stat. § 15.43. Faculty members may require
75 the use of self-authored classroom textbooks, software, and other course materials,
76 subject to any applicable bargaining agreement provisions and college/university
77 policies and procedures. Because of the provisions of the state law and this

- 78 procedure, such materials must not be sold for the personal benefit of the faculty
79 member.
- 80 2. Acceptance of certain gifts. Allowable gifts are:
- 81 ○ Gifts of nominal value. Nominal value means an item of little or no
82 marketable value. Examples are a keychain with a vendor’s name on it, a cup
83 of coffee, or other trinket-type items.
 - 84 ○ Plaques or similar items recognizing individual services in a field of specialty
85 or to a charitable cause.
 - 86 ○ Honoraria or expenses paid for papers, talks, demonstrations, or
87 appearances made by employees on their own time, for which they are not
88 compensated by the state, and which are not impermissible conflicts of
89 interest with Minnesota State.
- 90 3. Travel or meals from another source. An employee may accept travel or meals or
91 reimbursement related to the employee's work assignment with the college,
92 university, or system office from a source other than their appointing authority, if it
93 is:
- 94 ○ Approved in advance in writing by the president or chancellor;
 - 95 ○ For no more than actual expenses incurred; and
 - 96 ○ Not reimbursed by their appointing authority.
- 97 4. Consulting work by non-administrative university faculty. Non-administrative
98 university faculty may accept remuneration and expense reimbursement from an
99 outside source for outside consulting, employment, or other activities performed on
100 duty days, if such activities are in accordance with Inter Faculty Organization Master
101 Agreement Article 27, Section C.

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103 **Subpart C. Use of Minnesota State property**

104 Minnesota State owned or leased property, including state time, supplies, equipment, and
105 assets, must not be used for personal, private, or charitable use except as specifically
106 authorized, such as limited personal use of computers and incidental use of Minnesota
107 State cell phones, as provided in System Procedure 5.22.1. Long distance or international
108 service or frequent flyer miles earned through state-authorized travel for state related
109 purposes must not be used for personal or private purposes.

110
111 **Subpart D. Political activities and influence**

112 Employees may not use their position or Minnesota State resources to advance a political
113 party or candidate. Nor may employees during working hours solicit or receive funds for
114 political purposes, use their position to compel an employee in the classified service to join
115 any political organization, make any political contribution, or engage in any political activity.

116
117 **Subpart E. Purchasing and Contracting**

118 Minnesota State serves as a good steward of tuition funds, state appropriations, and other
119 resources entrusted to it by Minnesotans and the students we serve. In that pursuit,
120 Minnesota State contracting and procurement practices and processes must be transparent
121 and fair, consistent with Board Policy 5.14 and associated system procedures.

122
123 Employees involved in purchasing or contracting decisions for the college, university, or
124 system office may not have a conflict of interest (as expressed in Subpart A) or any other
125 financial interest in the purchase or contract, and may not accept any gift (other than one of
126 nominal value) or other thing of value directly or indirectly from a vendor. When an actual
127 or potential conflict of interest arises, employees shall work with their supervisor to identify
128 and address the conflict.

129
130 **Part 4. Other Policies and Procedures**

131 Minnesota State employees must comply with all board policies and system procedures, and
132 each employee is responsible for being familiar with all policies and procedures that apply to
133 their areas of responsibility. The following policies apply to all Minnesota State employees.

134
135 **Subpart A. Nondiscrimination**

136 Minnesota State strives to provide all members of our community with a work and
137 educational environment that is collegial and free of discrimination or harassment based on
138 race, sex (including pregnancy, child birth, and related medical conditions), color, creed,
139 religion, age, national origin, disability, marital status, status with regard to public
140 assistance, sexual orientation, gender identity, gender expression, veteran status, familial
141 status, genetic information, or membership in a local commission as defined by law. Board
142 Policy 1B.1 prohibits unlawful discrimination and harassment, and System Procedure 1B.1.1
143 describes the process through which individuals alleging discrimination or harassment may
144 pursue a complaint.

145
146 Employees shall not enter into a romantic or sexual relationship with a student or another
147 employee over whom the employee exercises direct supervisory responsibility or other
148 significant academic, administrative, supervisory, evaluative, counseling, or extracurricular
149 authority or influence, such as a student enrolled in a faculty member’s class.

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151 **Subpart B. Sexual violence prohibited**

152 All employees deserve to work in an atmosphere that is free from sexual violence. Board
153 Policy 1B.3 prohibits sexual violence and System Procedure 1B.3.1 describes the process
154 through which individuals alleging sexual violence may pursue a complaint.

155
156 **Subpart C. Fraudulent or other dishonest acts**

157 Minnesota State is committed to creating an environment where fraudulent or other
158 dishonest acts are not tolerated. Pursuant to Board Policy 1C.2, employees are required to
159 report fraudulent or other dishonest acts when they have a reasonable basis to believe such
160 an act has occurred. Managers and supervisors are responsible for educating employees
161 about proper conduct, creating an environment that deters dishonesty and maintains
162 internal controls that provide reasonable assurance of achieving management objectives
163 and detecting fraudulent or other dishonest acts.

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165 Examples of fraudulent or dishonest acts include taking cash or other property; making false
166 time reports or reimbursement claims; forgery or alteration of documents or reports;
167 improper handling or reporting of financial transactions or audit information; and incurring
168 contractual or other obligations that exceed appropriations.

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170 **Subpart D. Intellectual property**

171 Board Policy 3.26 and applicable labor agreements establish intellectual property ownership
172 rights for the employer, employees, and students.

173

174 **Subpart E. Nepotism**

175 Board Policy 4.10 Nepotism is intended to ensure Minnesota State avoids any perception
176 that state employment is based on favoritism and not individual merit. Under Board Policy
177 4.10, employees may not participate in the selection, hiring, supervision, performance
178 reviews, or compensation decisions for any person who is a member of their family or
179 household. The rare exceptions to this policy are discussed in System Procedure 4.10.1.

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181 **Subpart F. Weapons and safety**

182 To foster a safe learning and working environment for students and employees, the
183 possession and carrying of firearms is restricted at Minnesota State.

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185 Under Policy 5.21, employees and students generally are prohibited from having firearms
186 on campus, except in their vehicles in college or university parking areas or for approved
187 academic purposes. This policy complies with the Minnesota Citizens’ Personal Protection
188 Act of 2003, Minn. Stat. § 624.714, and other applicable laws.

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190 Zero Tolerance for Workplace Violence policies at each college, university, and the system
191 office promote a workplace that is free from violence, threats of violence harassment,
192 intimidation, and other disruptive behavior. Employees can obtain copies of applicable
193 policies from their human resources office.

194

195 **Subpart G. Acceptable use of computers and technology**

196 Computer and information technology resources are essential tools in accomplishing the
197 mission of Minnesota State. As with all public resources, employees must use these
198 resources responsibly to ensure their availability for the competing demands of teaching,
199 scholarship, administration, and other mission-related uses. Responsible management
200 includes not sharing passwords, not allowing access by unauthorized users, and not using
201 the resources for unauthorized purposes. Some types of limited personal use are allowed in
202 accordance with Board Policy 5.22 and associated system procedures.

203

204 **Subpart H. Information security and privacy**

205 State employees are entrusted with public and private data in fulfilling their assigned
206 work. Each employee must protect the privacy, security, retention, and disposal of
207 government records and data under their control or to which they have access, in
208 accordance with applicable state and federal laws.

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Subpart I. Alcohol, cannabis, and drug use

Employees are expected to perform their jobs efficiently, safely and in a professional business-like manner. An employee’s ability to perform effectively may be hampered by alcohol, cannabis, or other drug use, and pursuant to Minnesota Management & Budget’s HR/LR Policy #1418, employees may not report to work under the influence, or operate machinery, vehicles, or equipment while under the influence. Recognizing that alcohol, cannabis, and other drug dependencies are a significant societal and personal problem, the state’s employee assistance program is available to assist Minnesota State employees who may have an alcohol, cannabis, or other drug abuse problem.

Part 5. Reporting Suspected Fraudulent or Other Dishonest Acts

Minnesota State employees are required to report suspected fraudulent or other dishonest acts if they have a reasonable basis to believe that such an act is occurring or has occurred, in accordance with Board Policy 1C.2 Fraudulent or Other Dishonest Acts. The report should be made to the employee’s supervisor or manager, unless the supervisor or manager may have participated in or condoned the act. In that case, employees should report the matter to the next highest level of supervision or management or directly to the college, university, or system office human resources office, or the Office of Internal Auditing. Employees also may report such acts to the Office of the Legislative Auditor.

Part 6. Training

All Minnesota State employees are required to complete employee code of conduct training annually.

Related Documents:

- [Board Policy 1B.1](#) Nondiscrimination in Employment and Education Opportunity
- [System Procedure 1B.1.1](#) Investigation and Resolution
- [System Procedure 1B.3.1](#) Sexual Violence Procedure
- [Board Policy 1C.2](#) Fraudulent or Other Dishonest Acts
- [Board Policy 3.26](#) Intellectual Property
- [Board Policy 4.10](#) Nepotism
- [Board Policy 5.14](#) Contracts, Procurements, and Supplier Diversity
- [Board Policy 5.18](#) Alcoholic Beverages or Controlled Substances on Campus
- [Board Policy 5.21](#) Possession or Carry of Firearms
- [Board Policy 5.22](#) Acceptable Use of Computers and Information Technology Resources
- [Board Policy 5.23](#) Security and Privacy of Information Resources
- [Frequently Asked Questions](#) about employee ethics issues
- [Mission and Vision](#) of the Minnesota State Colleges and Universities
- [Minnesota Government Data Practices Act](#)
- [Minnesota State Office of Internal Auditing](#)
- [Office of the Legislative Auditor](#)
- [Family Educational Rights and Privacy Act](#)
- [MMB’s Policy #1418: Prohibition of Alcohol and Drug Use by State Employees](#)

To view any of the following related statutes, go to the [Revisor's Office website](#). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. §15.43 Acceptance of Advantage by State Employee; Penalty
- Minn. Stat. §43A.38 Code of Ethics for Employees in the Executive Branch
- Minn. Stat. §43A.39 Compliance with Law (Code Of Ethics For Employees in the executive branch)
- Minn. Stat. §43A.32 Political Activities)
- Minn. Stat. §15.43 Acceptance of Advantage by State Employee; Penalty (Financial interest; textbook exception)

System Procedure History:

Date of Adoption: 05/19/08

Date of Implementation: 07/01/08

Date of Last Review:

Date & Subject of Amendments:

Xx/xx/24 – Full review, the amendment consists of (1) deleting or replacing outdated language, (2) replacing Part 2. title "General" with "Expectations", (3) reorganizing the information in a more logical sequence, (4) making the procedure language more concise, (5) updating the references to other policies and procedures in Part 4, (6) adding 'cannabis" to Part 4, Subp. I, (7) adding new Part 6. Training, and (8) applying the Minnesota State formatting and writing styles to the entire procedure.

3/10/15 - Periodic review complete. Amended Part 3, Subpart D regarding personal use of system cell phones and electronic resources.

1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.

No additional HISTORY.

<p>MINNESOTA STATE PROCEDURE DISCUSSION DOCUMENT 10/20/2023</p>
<p>PROPOSED AMENDMENT TO PROCEDURE 1C.0.1 EMPLOYEE CODE OF CONDUCT</p>

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Single Strikethrough – proposed deletion of current language
Single Underlining – proposed new language

233 **1C.0.1 Employee Code of Conduct**

234

235 **Part 1. Purpose and Scope**

236 ~~This procedure~~ To establishes the code of conduct expected of all employees of Minnesota
237 State Colleges and Universities, including administrators, faculty, staff, and student employees,
238 whether full or part-time, temporary or unlimited.

239

240 ~~The laws, board policies, system procedures, and standards referenced in this employee code~~
241 ~~of conduct are subject to change without amendment to this procedure.~~

242

243 In addition to this code of conduct, employees are subject to general standards of conduct for
244 employees and are expected to meet any professional standards of conduct or ethical
245 requirements applicable to their discipline.

246

247 **Part 2. General Expectations**

248 In striving to fulfill our system’s vision and carry out our mission, all employees of Minnesota
249 State ~~Colleges and Universities~~ must meet public expectations for excellence by providing high
250 quality education and related services, demonstrating sound stewardship of resources, acting
251 with integrity, and displaying fair treatment and respect for all, ensuring that employment and
252 education opportunities are inclusive and serve all the state’s diverse communities.

253

254 Those acting on behalf of the Minnesota State ~~Colleges and Universities System~~ have a general
255 duty to conduct themselves with honesty and trustworthiness, with efficiency and
256 effectiveness, and to demonstrate accountability and compliance with state and federal laws,
257 and ~~B~~board policies and system procedures. Employees are expected to perform their work
258 duties honestly, ethically, and with integrity to ensure compliance with all applicable laws,
259 avoid the appearance of impropriety, strengthen the public trust, and ensure state resources
260 are used for state purposes.

261

262 ~~The summaries included in this employee code of conduct are intended to serve as a quick~~
263 ~~reference guide to actual statutes, policies or procedures; e~~Employees should consult the actual

statute, policy or procedure to fully understand their obligations. To the extent a provision in this procedure is determined to be inconsistent with the terms of a statute, policy, procedure or applicable bargaining agreement, the statute, policy, procedure or bargaining agreement governs. If you have questions regarding application of the employee code of conduct, should be discussed with your supervisor or the chief human resources officer for your college, university, or the system office.

Part 3. Employee Ethics

Employee ethics are important in every organization. ~~The Code of Ethics for Employees in the State law and this procedure Executive Branch and other state laws require that system employees to act ethically and comply with high ethical standards in this procedure.~~ If we Employees who fail to comply with ethical requirements, we may be subject to disciplinary action, up to and including termination of employment, and under certain circumstances, criminal or civil legal action.

~~Under state law, board policies, and system procedures, we must comply with legally established standards. The Code of Ethics is summarized below, but employees you should consult the actual language of the statute to determine your ethical obligations.~~

Subpart A. Conflicts of interest

Employees ~~shall be obligated to disclose and~~ avoid situations that involve an actual or a potential conflict of interest with Minnesota State Colleges and Universities. ~~If you have questions regarding these provisions, contact your supervisor or the chief human resources officer.~~ An actual or potential conflict exists when an employee you:

1. Uses or attempts to use their your system Minnesota State position to secure benefits, privileges, exemptions, or an advantages that are not available to the general public for themselves, yourself, your their immediate family, or an organization with which they you are associated that is not available to the general public;
2. Accepts employment or a contractual relationship obligation which would affect their your independence of judgment in their Minnesota State your system job;
3. Performs other work subject to direct or indirect control, review or enforcement by the employee you in their Minnesota State your system job;
4. Uses state time, facilities, equipment, supplies, badge, uniform, influence of their your office, or confidential information for personal gain;
5. Holds or seeks financial interests that conflict with the ability of an employee to perform their job duties;
6. Acts as an attorney or agent in any Minnesota State matter other than in connection with one's job duties or on one's own behalf;
- 4.7. Works on any Request for Proposal (RFP), Request for Bid (RFB), or Request for Information (RFI), or the selection of any award or contract when the employee, their immediate family or an organization with which they are associated has a financial interest or may obtain a personal benefit from the award or contract;

- 5.8. ___ Receives payment from non-state sources for work the employee is you are expected to do during their your regular employment; or
- 6.9. ___ Competes with the Minnesota Statesystem for services the system provides.

Resolution of conflict of interest-

When an employee believes the potential for a conflict of interest exists, it is the employee’s duty to disclose the conflict and avoid the situation. If an employee or their supervisor determines that a conflict of interest exists that cannot be avoided or mitigated, the matter will be assigned to an employee without a conflict of interest. If reassignment is not possible, interested parties must be notified of the conflict before the employee with the conflict proceeds with their duties.

Subpart B. Compensation, benefits or gifts from other sources-

Except as noted below or otherwise provided by law, employees are not allowed to accept payment of expenses, gifts, compensation, rewards, or other benefits in connection with their employment from a source other than the state. Exceptions include:

1. Course materials-exception. Faculty members may accept free samples of textbooks and related teaching materials. See Minn.esota Stat.utes section § 15.43. Faculty members may require the use of self-authored classroom textbooks, software and other course materials, subject to any applicable bargaining agreement provisions and college/university policies and procedures. Because of the provisions of the Code of Ethics for Employees in the Executive Branch-state law and pursuant to this procedure, such materials mustmay not be sold for the personal benefit of the faculty member.
2. Acceptance of certain gifts. is not prohibited. Allowable gifts are:
 - o Gifts of nominal value. Nominal value means an item of little or no marketable value. Examples are a keychain with a vendor’s name on it, a cup of coffee, or other trinket-type items.
 - o Plaques or similar items recognizing individual services in a field of specialty or to a charitable cause.
 - o Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time, for which they are not compensated by the state, and which are not impermissible conflicts of interest with Minnesota State Colleges and Universities.
3. Travel or meals from another source. An employee may not accept travel or meals or reimbursement related to the employee's work assignment with the college, university, or system office from a source other than their appointing authoritystate, unless if it is:
 - o Approved in advance in writing by the president or chancellor;
 - o For no more than actual expenses incurred; and
 - o Not reimbursed by their appointing authority-state.
4. Consulting work by non-administrative university faculty. It is not a violation of the ethics code for nNon-administrative university faculty mayto accept remuneration

and expense reimbursement from an outside source for outside consulting, employment, or other activities performed on duty days, if such activities are in accordance with Inter Faculty Organization Master Agreement Article 27, Section C.

Subpart C. Personal advantage.

Employees are not allowed to use their position to procure personal advantages not available to the general public. Faculty members may require the use of self-authored classroom textbooks, software and other course materials, subject to any applicable bargaining agreement provisions and college/university procedures.

Subpart CD. Use of Minnesota State state property.

All system property is also state property. With limited exceptions, state Minnesota State owned or leased property, including state time, supplies, equipment, and assets, is not to must not be used for personal, or private, or charitable use except as specifically authorized, such as limited personal use of computers as provided in System Procedure 5.22.1 and incidental use of system Minnesota State cell phones, as provided in System Procedure 5.22.1. State Long distance or international service or frequent flyer miles earned through state-authorized travel for state- related purposes must may not be used for personal or private purposes.

Subpart DE. Political activities and influence.

Employees may not use their position or system Minnesota State resources to advance a political party or candidate. Nor may employees during working hours solicit or receive funds for political purposes, use their position to compel an employee in the classified service to join any political organization, make any political contribution, or engage in any political activity.

Subpart EF. Purchasing and Contracting state property.

Minnesota State serves as a good steward of tuition funds, state appropriations, and other resources entrusted to it by Minnesotans and the students we serve. In that pursuit, Minnesota State contracting and procurement practices and processes must be transparent and fair, consistent with Board Policy 5.14 and associated system procedures.

Employees involved in purchasing or contracting decisions for the college, university, or system office may not have a conflict of interest (as expressed in Subpart A) or any other personal financial interest in the purchase or contract, and may not accept any gift (other than one of nominal value) or other thing of value directly or indirectly from a vendor. When an actual or potential conflict of interest arises, employees shall work with their supervisor using MMB form (???) to identify and address the conflict.

You can see these statutes at the links below:

- Minnesota Statutes sections 43A.38-.39 (Code of ethics for employees in the executive branch)
- Minnesota Statutes section 43A.32 (Political activities)
- Minnesota Statutes section 15.43 (Financial interest; textbook exception)

396

397 **Part 4. Other Policies and Procedures**

398 ~~As system~~[Minnesota State](#) employees, ~~we~~ must comply with all board policies and system
399 procedures, and ~~each employee is we are each~~ responsible for being familiar with all policies
400 and procedures that apply to ~~their~~ areas of responsibility. The following policies apply to all
401 ~~Minnesota Statesystem~~ employees. ~~Hyperlinks in titles are to the applicable policy or~~
402 ~~procedure.~~

403

404 **Subpart A. Nondiscrimination**

405 ~~Our system~~[Minnesota State](#) strives to provide all members of our community with a work
406 and educational environment that is collegial and free of ~~illegal~~ discrimination or
407 harassment based on race, sex (~~including pregnancy, child birth, and related medical~~
408 ~~conditions~~), color, creed, religion, age, national origin, disability, marital status, status with
409 regard to public assistance, ~~or~~ sexual orientation, ~~gender identity, gender expression,~~
410 ~~veteran status, familial status, genetic information, or~~ membership in a local commission as
411 defined by law. ~~Board Policy 1B.1 prohibits unlawful discrimination and harassment, and~~
412 ~~System Procedure 1B.1.1 describes the process through which individuals alleging~~
413 ~~discrimination or harassment may pursue a complaint.~~ ~~The policy and procedure explain~~
414 ~~that policy and tell employees, students or others how to seek assistance or make~~
415 ~~complaints, as may be appropriate.~~

416

417 Employees ~~shall~~ ~~are~~ not ~~to~~ enter into a romantic or sexual relationship with a student or
418 another employee over whom the employee ~~exercises~~ ~~has~~ direct supervisory responsibility
419 or other significant ~~academic, administrative, supervisory, evaluative, counseling, or~~
420 ~~extracurricular~~ authority ~~or influence~~, such as a student enrolled in a faculty member’s
421 class.

422

423 ~~See System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation~~
424 ~~and Resolution~~

425

426 **Subpart B. Sexual violence prohibited**

427 All ~~employees of us~~ deserve to work in an atmosphere that is free from sexual
428 violence. Board ~~p~~Policy ~~1B.3~~ prohibits sexual violence and ~~the s~~System ~~p~~Procedure ~~1B.3.1~~
429 describes the process through which individuals alleging sexual violence may pursue a
430 complaint. ~~It is intended to protect the rights and privacy of both the complainant and~~
431 ~~respondent and other involved individuals, as well as to prevent retaliation and reprisal.~~

432

433 ~~See System Procedure 1B.3.1 Sexual Violence Procedure~~

434

435 **Subpart C. Fraudulent ~~and/or~~ other dishonest acts**

436 ~~Minnesota State is committed to creating an environment where fraudulent or other~~
437 ~~dishonest acts are not tolerated. In order to ensure that we use our resources as effectively~~
438 ~~as possible and that we comply with the law, fraudulent and other dishonest acts are not~~
439 ~~tolerated.~~ Pursuant to Board Policy 1C.2, ~~E~~employees are required to report fraudulent or

440 other dishonest acts when they have a reasonable basis to believe such an act has
441 occurred. -Managers and supervisors are responsible for educating employees about proper
442 conduct, creating an environment that deters dishonesty and maintains internal controls
443 that provide reasonable assurance of achieving management objectives and detecting
444 fraudulent or other dishonest acts.

445
446 Examples of fraudulent or other dishonest acts include taking cash or other property;
447 making false time reports or reimbursement claims; forgery or alteration of documents or
448 reports; improper handling or reporting of financial transactions or audit information; and
449 incurring contractual or other obligations that exceed appropriations.

450
451 **Subpart D. Intellectual property-**

452 Minnesota State As a higher education system we recognizes that research and
453 development of original works and inventions that require intellectual property protection
454 are a vital part of the academic community. This pBoard Policy 3.26 and applicable labor
455 agreements establishes the intellectual property ownership rights for the employer,
456 employees, and students, and the procedures for ensuring protection of those rights.

457
458 **Subpart E. Nepotism-**

459 Board Policy 4.10 Nepotism is intended In an effort to ensure that Minnesota State we
460 provides open and fair process that avoids any perception that state employment is based
461 on favoritism and not on individual merit. -we have a policy on nepotism- Under this
462 pBoard Policy 4.10, -we employees may not participate in the selection, hiring, supervision,
463 performance reviews, or compensation decisions for any person who is a member of
464 our/their family or household. -The rare exceptions to this policy are discussed in System
465 Procedure 4.10.1. In very limited cases where this is not possible without discriminating
466 against the family member, one or more of these activities may be permitted under strict
467 procedures adopted by the chancellor.

468
469 **Subpart F. Weapons and safety-**

470 To foster/create a safe learning and working environment for students and employees, the
471 possession and carrying of firearms is restricted at Minnesota State. Board Policy 5.21,
472 Possession or Carry of Firearms, and individual institution policies concerning Zero
473 Tolerance for Workplace Violence prohibit the presence of weapons and use of
474 harassment.

475
476 Under the pPolicy 5.21, employees and students generally are prohibited from having
477 firearms on campus, except in their vehicles in college or university parking areas or for
478 approved academic purposes. -This policy complies is in accordance with the Minnesota
479 Citizens’ Personal Protection Act of 2003, Minn.esota Stat. utes section § 624.714, and other
480 applicable laws.

481
482 Zero Tolerance for Workplace Violence policies at each college, or university, and the
483 system office promote a workplace that is free from violence, threats of violence

484 harassment, intimidation, and other disruptive behavior. ~~Employees You~~ can obtain copies
485 of ~~applicable policies this policy~~ from ~~their~~~~your~~ human resources office.

486
487 **Subpart G. Acceptable use of computers and technology**

488 Computer and information technology resources are essential tools in accomplishing the
489 mission of Minnesota State ~~Colleges and Universities and its individual institutions~~. As with
490 all public resources, ~~employees we are to~~ must use these resources responsibly in order to
491 ensure their availability for the competing demands of teaching, scholarship,
492 administration, and other mission-related uses. Responsible management includes not
493 sharing passwords, not allowing access by unauthorized users, and not using the resources
494 for unauthorized purposes. Some types of limited personal use are allowed in accordance
495 with Board Policy 5.22 and associated System Procedures 5.22.1.

496
497 **Subpart H. Information security and privacy**

498 ~~As s~~State employees ~~we~~ are entrusted with public and private data ~~every day~~ in fulfilling
499 ~~their~~~~our~~ assigned work. Each ~~employee of us is responsible for~~ must protecting the privacy,
500 security, retention, and disposal of ~~the~~ government records and data under ~~their~~~~our~~ control
501 or to which ~~they~~~~we~~ have access, in accordance with applicable state and federal laws.

502
503 *You can see these related topics at the links below:*

504 [Minnesota Government Data Practices Act](#)

505 [Family Educational Rights and Privacy Act](#)

506
507 **Subpart I. Alcohol, cannabis, and drug use**

508 Employees are expected to perform their jobs efficiently, safely and in a professional
509 business-like manner. An employee’s ability to perform effectively may be hampered by
510 alcohol, cannabis, or other drug use, and ~~pursuant to Minnesota Management & Budget’s~~
511 ~~HR/LR Policy #1418, employees under state policy employees~~ may not report to work under
512 the influence, or operate machinery, vehicles, or equipment while under the
513 influence. ~~Recognizing that alcohol, ism and cannabis, and other drug dependencies are a~~
514 significant societal and personal problem, the state’s employee assistance program is
515 available to assist ~~system~~ Minnesota State employees who may have an alcohol, cannabis,
516 or other ~~or~~ drug abuse problem. ~~The state's policy on work-related substance abuse is non-~~
517 ~~discriminatory in intent and application. However, in accordance with Minnesota Statutes~~
518 ~~§363A, disability does not include any condition resulting from alcohol or other drug abuse~~
519 ~~which prevents a person from performing essential functions of the job or creates a direct~~
520 ~~threat to property or the safety of individuals.~~

521
522 **Part 5. Reporting Suspected Fraudulent or Other Dishonest Acts~~Abuse~~**

523 ~~As System~~ Minnesota State employees ~~we~~ are required to report suspected ~~acts of~~ fraudulent,
524 abuse, or other dishonest act~~conduct~~ if ~~they~~~~we~~ have a reasonable basis to believe that such an
525 act is occurring or has occurred, in accordance with Board Policy 1C.2 Fraudulent or Other
526 Dishonest Acts. The report should be made to ~~the employee’s~~ ~~your~~ supervisor or manager,
527 unless ~~they~~~~you~~ believe your supervisor or manager may have participated in or condoned the

528 act. In that case, ~~employees~~you should report the matter to the next highest level of
529 supervision or management or directly to the college, university, or system office human
530 resources office, or the Office of Internal Auditing. ~~Employees~~You also may report such acts to
531 the Office of the Legislative Auditor.

532
533 **Part 6. Training**
534 [All Minnesota State employees are required to complete employee code of conduct training](#)
535 [annually.](#)

Related Documents:

- [Board Policy 1B.1](#) Nondiscrimination in Employment and Education Opportunity
- [System Procedure 1B.1.1](#) Investigation and Resolution
- [System Procedure 1B.3.1](#) Sexual Violence Procedure
- [Board Policy 1C.2](#) Fraudulent or Other Dishonest Acts
- [Board Policy 3.26](#) Intellectual Property
- [Board Policy 4.10](#) Nepotism
- [Board Policy 5.14 Contracts, Procurements, and Supplier Diversity](#)
- [Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#)
- [Board Policy 5.21](#) Possession or Carry of Firearms
- [Board Policy 5.22](#) Acceptable Use of Computers and Information Technology Resources
- [Board Policy 5.23](#) Security and Privacy of Information Resources
- [Frequently Asked Questions](#) about employee ethics issues
- [Mission and Vision](#) of the Minnesota State Colleges and Universities
- [Minnesota Government Data Practices Act](#)
- [Minnesota State Office of Internal Auditing](#)
- [Office of the Legislative Auditor](#)
- [Family Educational Rights and Privacy Act](#)
- [MMB's Policy #1418: Prohibition of Alcohol and Drug Use by State Employees](#)

To view any of the following related statutes, go to the [Revisor's Office website](#). You can conduct a search from this site by typing in the statute number.

- Minnesota Statutes §15.43
- Minnesota Statutes §43A.38-.39 (Code of ethics for employees in the executive branch)
- Minnesota Statutes §43A.32 (Political activities)
- Minnesota Statutes §15.43 (Financial interest; textbook exception)

System Procedure History:

Date of Adoption: 05/19/08

Date of Implementation: 07/01/08

Date of Last Review:

Date & Subject of Amendments:

Xx/xx/24 – Full review, the amendment consists of (1) deleting or replaicng outdated language, (2) replacing Part 2. title "General" with "Expectations", (3) reorganizing the information in a more logical sequence, (4) making the procedure language more concise, (5) updating the references to other policies and procedures in Part 4, (5) adding 'cannabis" Part 4, Subp. I, (6) adding new Part 6. Training, and (7) applying the Minnesota State formatting and writing styles to the entire procedure.

3/10/15 - Periodic review complete. Amended Part 3, Subpart D regarding personal use of system cell phones and electronic resources.

1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.

No additional HISTORY.